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GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT

(ESTATE OFFICE)

Dated Lahore the 16th Oct. 2002

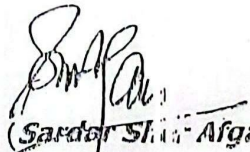
To

All the District Coordination Officers
In the Punjab.

Subject: **POLICY GOVERNING ALLOTMENT OF RESIDENTIAL GOVT.**
ACCOMMODATION AT DISTRICT LEVEL.

The Governor, Punjab has been pleased to approve the Allotment Policy for allotment of residential government accommodation at district level.

2. I am, therefore, directed to send herewith a copy of the Allotment Policy for allotment of government accommodation in order to ensure that all allotments/ ejections and allied issues are dealt with in accordance with the laid down criteria.


(Sardar Shafiq Afgan)
Additional Secretary (Welfare)

Copy
10/2/16



ALLOTMENT POLICY AT DISTRICT LEVEL

Introduced in October, 2002

**GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION DEPARTMENT**

**POLICY GOVERNING ALLOTMENT OF RESIDENTIAL GOVT.
ACCOMMODATION AT DISTRICT LEVEL.**

1. This policy will supersede all previous letters / instructions / policy governing the allotment of Government owned residential accommodation issued from time to time.
2. The District Coordination Officer shall prescribe the limits of entitlement of govt servants for allotment of govt. accommodation in District on the basis of Basic Pay Scales.
3. The DCO, District Police Officer and District and Session Judge will have designated residences.
4. The DCO shall be the competent authority for allotment of Government owned accommodations at District level. He may delegate powers of allotment/ exchange of certain categories of houses to any other officer of the District.
5. Only the Govt. servants working in the District notified by the DCO will be eligible for allotment of Government owned accommodation.
6. No quota shall be fixed for any particular class of officers/ officials
7. All the Deputy District Officers (Buildings) of the Government Officers Residences and Colonies will be the custodian of property situated in their respective areas.

REGISTRATION OF APPLICANTS

8. The DCO may designate any officer of the District as 'Estate Officer'.
9. All Government servants seeking official residential accommodation will get themselves registered with the Estate Office through their departments on the prescribed form given in Appendix-I. The Estate Officer shall maintain a list of all Government servants who get themselves registered and will issue a registration number. The list will be prepared on the basis of the date of registration. If two or more persons get themselves registered on the same date the senior amongst them on the basis of appointment to a post in the basic scale of entitlement to the particular category of residence will rank higher than the others.
10. If a Government servant who registers himself is transferred out of District after registration and before allotment of residential accommodation his name shall be deleted from the list of registered applicants.
11. If a Government servant, eligible for allotment out of pool houses of the District

and registered with the Estate Office for allotment, is transferred out of District before a house is allotted, he / she will retain the same registration if he / she transferred back to District within eight months after his / her transfer out of District.

12. A government servant who is transferred out of District will lose his eligibility after expiry of the period for which he or his family can retain possession of the residential accommodation as specified in para-27
13. If any allottee becomes entitled to better category of accommodation he should get himself registered with the Estate Office and will be registered as a fresh applicant for the better category of accommodation.

ALLOTMENT

14. Allotment of a government accommodation above entitlement is not permissible under the policy.
15. The DCO has no legal obligation to provide residential accommodation to any Government servant and no Government servant has any vested legal right or claim to the allotment of Government owned residential accommodation.
16. The allotment of Government owned residential accommodation will be made on the principle of 'first come first served' basis in accordance with the list maintained by the Estate Office.
17. The DCO can cancel any allotment Order issued subject to vacation basis without any show cause notice provided the new allottee has not taken over possession of allotted house.
18. The Competent Authority reserves the right to make out of turn allotment to any Government servant or family of a deceased Government servant on administrative consideration or in extreme hardship cases on ground of physical disability or chronic disease of a government servant or his/ her family members for reasons to be recorded in writing. The Estate Officer shall maintain a separate list of Government servants who apply for out of turn allotment on extreme hardship basis. A Committee comprising the DCO, EDO (Revenue) and EDO works and Services will decide eligibility for allotment of a house on out of turn basis in extreme hardship. The out of turn allotments for reasons explained above will be upto a maximum of 20% of the residences falling vacant in each category.
19. Any Government servant entitled to allotment of residence, out of the pool of District and registered with the Estate Office in the category of his entitlement, will be allowed allotment of a residence on out of turn basis, if he identifies three illegal occupants and actively engages himself in the proceedings resulting in cancellation of allotment of allottees who had inducted illegal occupants into

these residences. This scheme is restricted upto residences meant for BPS-17.

20. Those officers who are occupying designated houses and as a result of their transfer within the District are required to vacate the designated houses, will be given preference over other applicants of their equivalent or lower entitlement.
21. If a Government servant does not occupy a newly allotted residence within 10 days of its availability for occupation, his allotment will be cancelled after a show cause notice and his name will be removed from the registration list. However such Government servant can get himself registered afresh with the Estate Office in the relevant category.
22. All allotment orders will be issued by the Estate Officer, to be countersigned/ verified by the DCO.
23. No Government servant will be allowed to surrender the allotment in favour of any particular person. Allotment of a Government servant who offers to surrender his accommodation in favour of a particular person shall be cancelled and the accommodation allotted in accordance with the list maintained by the Estate Office.
24. **PARENT CONCESSION SCHEME**

This scheme is restricted to employees upto BPS-13.

- i) The allottees on their retirement will be entitled to have their allotments transferred in the names of their real son / daughter who is a Government servant posted in the District and is serving in Basic Scale equivalent or higher than required for the allotment of the Quarter. The retiring Government servant should apply for such allotment within a period of one year before his / her retirement.
- ii) The real son / daughter who is a Government servant and is serving in the Basic Scale equivalent or higher than that required for allotment of the accommodation occupied by his/her parent will have a prior right for the allotment of same house in case of death of the original allottee during service.
- iii) Government servants inducted under Rule 17-A of Punjab Civil Servants (Appointment and Condition of Service), Rules, 1974, will be entitled to transfer of allotment under parent concession scheme, provided the accommodation is according to or below their entitlement and they are

inducted into service within permissible period of retention of the accommodation under CSR 5.45.

The Competent Authority may in case of death or retirement of a Government servant transfer his or her accommodation in the name of spouse of the Government servant provided that the spouse is a Government servant serving in Basic scale equivalent to or higher than that required for allotment of the same house.

EXCHANGE OF RESIDENCES

- a) Exchange/mutual exchange of only the allotments made according to entitlement may be allowed by the DCO.
- b) The request of allottees against whom dues / rent / utility bills, etc., are pending will not be considered for exchange.
- c) The residences exchanged shall be of the same category.
- d) Application for exchange of residence will be considered on first come first served basis and the Government servants, desirous of exchange of residence, will have to get themselves registered in the relevant category with the Estate Office for the purpose.
- e) If two allottees are desirous of mutual exchange of their residences, the exchange may be allowed on priority provided none of the allottee is retiring within one year of exchange of residence. Such allottees will have to occupy the exchanged residences within 10 days of the orders of exchange failing which their allotments will stand cancelled and they will be considered illegal occupants.

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RETENTION

As per Rule 5.45 of CSR (Punjab) which is reproduced below:-

Where a Government servant to whom a residence has been allotted dies, or dismissed or removed or resigns or retires from service or proceeds for training abroad or is transferred out of the station where the residence is located, he/his family shall be entitled to it for the period specified below against each case:-

- i) In case of death:
 - a) For a period of five years or till the date on which the Government servant would have retired on superannuation whichever is earlier in case of widow of deceased Government servant is alive.

- b) In case widow herself is a government servant and her husband was an authorized occupant, she shall be allotted the same residence provided that the widow is a government servant serving in basic scale equivalent to or higher than that required for allotment of the same house. In case the house is not according to her entitlement, she may be allotted an alternate government residence out of turn as per her entitlement.
 - c) In case, there is no widow, the family i.e. son or daughter (whose maximum age shall not be more than twenty years), if any, may be allowed to retain official accommodation for a period of five years or till the date on which the Government servant would have retired on superannuation whichever is earlier.
 - d) Provided that where the residence is a designated house in the above cases, Competent Authority shall be responsible for immediate arrangement of alternate accommodation for the widow/family of the deceased Government servant, who dies while residing in such designated residence; for the period specified above.
- ii) In case of dismissal, removal, resignation, retirement from service, or transfer: For a maximum period of two months.
 - iii) If further retention of the residence is required for the completion of the education of the children, in the event of death, dismissal, removal, resignation or transfer of an allottee: Permission may be granted to retain the accommodation on payment of normal rent upto 6 months at the discretion of the Competent Authority.
 - iv) If further retention of the residence is required, in the event of retirement. Permission may be granted to retain the accommodation on payment of normal rent upto 6 months at the discretion of the

Competent Authority.

- v) In case of training, deputation or duty abroad, provided he leaves his family behind. For a maximum period of two years.
- vi) In case of training within the country and leave / extra-ordinary leave: provided he or his family lives in the official residence during the period. For a maximum period of two years.

CONTRACT EMPLOYEES

- vii) During the permissible period of retention of official accommodation, re-employed contract officer will be allowed to retain the official accommodation if specifically mentioned in the contract of his/ her terms and conditions.
 - viii) A fresh contract employee will be registered with the Estate Office and allotted a government residence on merit as per his/ her entitlement/ terms and conditions of the contract.
28. If an allottee transferred out of District retains Government accommodation and/ is transferred back before the expiry of the maximum extension period allowed under the rules, he will be entitled to retain the same accommodation.

EJECTMENT AND RECOVERY OF POSSESSION

29. A) The following categories of occupants come with the definition of unauthorized occupants:-
- i) Government servants or their families retaining Government accommodation beyond permissible period as given in para-27.
 - ii) Occupants in possession of a residence without proper allotment order.
 - iii) Occupants who create nuisance for the inhabitants of that locality.
 - iv) Allottees who themselves or their families do not physically reside in the house allotted to them, after having taken over the possession, for a continuous period exceeding three months.
 - v) Allottees who induct other persons in the allotted house and the persons inducted.

- vi) Allottees who default in payment of rent for more than 3 months.
 - vii) Allottees using officially allotted accommodation for purpose of any commercial activity.
 - viii) Occupants who refuse to provide information, related to allotment and occupation of Government accommodation, to the authorized officer.
- B) An un-authorized occupant will be liable for ejectment. The possession will be recovered under Punjab Government Lands & Buildings (Recovery of Possession) Ordinance, 1966.
- C) In case it comes to the notice of the Estate Office that an occupant is an unauthorized occupant as defined above, the Estate Officer or any other person authorized by the DCO shall have an inquiry conducted to determine whether or not the occupant is an un-authorized occupant. Such an occupant shall be:-
- (i) Called for personal hearing before Estate Officer or any other officer designated by the DCO for this purpose who after due inquiry, shall announce his findings.
 - (ii) The person affected by findings of the inquiry may prefer an appeal before the DCO within 7 days of announcement of findings.
 - (iii) If it is established that the occupant is an unauthorized occupant, a notice shall be served on him asking him to vacate the residence within 14 days of the receipt of such notice. In case he fails to vacate the residence in 14 days, he shall be forcibly ejected and cost of ejectment will be recovered under Section 7 of the Ordinance.
 - (iv) DCO may issue order of ejectment of unauthorized occupant and may send the order to the Estate Officer or any other officer authorized by him for its execution.
 - (v) To execute orders issued by the DCO, under C (iv), the Estate Officer or any other authorized officer will be assisted by the D.S.P. concerned and the force at his disposal. He may seek further force under Section 6 of the Ordinance from the Police Station of jurisdiction where he is executing the orders.
 - (vi) If after on spot inquiry jointly conducted by the Estate Officer and

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any Authorized Officer, it is established that the accommodation is occupied by illegal occupants then the officers after recording reasons and in addition to initiation of ejection proceedings, may immediately get disconnected water, electricity and Sui gas connections of the accommodation.

RENT MATTERS

- i) All rent matters in respect of houses of the pool will be dealt under section 8 of the Ordinance through the Rent Controller/ Estate Officer.
- ii) All Government servants occupying residences will be bound to get house rent deducted from their salaries, as payable according to the rules. Rent / Penal rent of an allotted and occupied residence will be the first charge on the salary of the allottee.
- iii) All Government servants occupying official residences will be responsible for supplying information regarding deduction of rent from their salaries to the Sub Divisional Officer of their respective Colony / GOR who will send a quarterly consolidated report regarding recovery of the rent to the Rent Controller/ Estate Officer.
- iv) A Government servant occupying a house unauthorizedly and illegally will be charged penal rent @ 60% of his basic salary.
- v) A government servant occupying government accommodation illegally or facilitating, conniving at or offering any government accommodation for unauthorized occupation will render himself liable to be proceeded against under E&D Rules, in vogue for the misconduct.
- vi) The rent / penal rent will be charged even during the pendency of Court cases provided there is no specific restraining order restricting the imposition of penal rent.

31. The Government of the Punjab may from time to time make further rules / policy amendments to carry out purposes of this policy.

(SARDAR SHER AFGAN)
Additional Secretary(Welfare)
S&GAD.